



United States Department of State

U.S. Embassy Pristina

**TEMPORARY VACANCY ANNOUNCEMENT**

**01/2010**

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** **GRANTS ASSISTANT, FSN-7**

**OPENING DATE:** FEBRUARY 8, 2010

**CLOSING DATE:** FEBRUARY 24, 2010

**WORK HOURS:** FULL-TIME; 40 HRS/WEEK

**SALARY:** Ordinarily Resident (OR) (€14,663.00)

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***U.S. Embassy Pristina requires a temporary qualified individual for the position of GRANTS ASSISTANT, in the Public Affairs Office (PAO), from April 27, 2010 to October 14, 2010.***

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

**BASIC FUNCTION OF POSITION**

Under the supervision of the Program Assistant, incumbent works with PAO and APAO to coordinate grant programs, maintain records of grant management, and advises on related issues. Incumbent also assists other sections of the PD office on their programs as assigned.

**Grants Administration**

Ensures background checks on potential grantees are completed; assists with instructions to grantees; completes all necessary paperwork, signatures and Budget Office approval prior to issuing funds.

**Program Assistant Back-up**

Advises and makes recommendations to PAO/APAO on potential PD grant nominees; arranges Democracy Commission meetings and other tasks as assigned.

**Program Administration**

Assists with PD section programs and record keeping, including but not limited to program (IV, Fulbright) related visa applications and referrals, International Visitor Data Base, and other tasks as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office (Nirvana Building, third floor)

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**Education:** Completion of secondary school is required. Two years of college or business school study, especially courses in management would be highly desirable.

**Experience:** Two to three years experience in accounting, auditing, non governmental organization management, cultural activities or related field.

**Language proficiency:** Level 4 (fluency in reading/writing/speaking) English, Albanian and Serbian are required.

**Job Knowledge:** Must have in depth knowledge of general grants administration and monitoring activities. Must have good knowledge of the American society, USG regulations and procedures. Must have good knowledge of the actual situation of Kosovar political, economic, media, social and educational structures, institutions, political parties, NGOs, etc.

**Skills and abilities:** Must have good computer skills and be capable of working independently. Must have good interpersonal skills and maintain good relations with USOP contacts as well as outside contacts.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

**TO APPLY**

Interested candidates for this position should submit the following:

1. U.S. Embassy Pristina Application for Employment
2. A current resume or Curriculum Vitae.
3. Other documentation (copies of degrees earned) that address the minimum requirements of the position listed above.
4. Copy of Kosovar ID or copy of Passport

**APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:**

Email to: [PristinaRecruitment@state.gov](mailto:PristinaRecruitment@state.gov)

Hand deliver them to: Human Resources Office, U.S. Embassy Pristina, Kosovo

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**DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - US Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority.
2. EFM: An individual related to a US Government employee in one of the following ways:
  - Spouse;
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:
  - Not an EFM; and,
  - Not on the travel orders of the sponsoring employee; and,
  - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.
4. Not Ordinarily Resident (NOR) – An individual who:
  - Is not a citizen of the host country; and,
  - Does not ordinarily reside (*OR*, see below) in the host country; and,
  - Is not subject to host country employment and tax laws; and,
  - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:
  - Is locally resident; and,

- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: FEBRUARY 24, 2010, COB**

**The US Mission in PRISTINA provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**